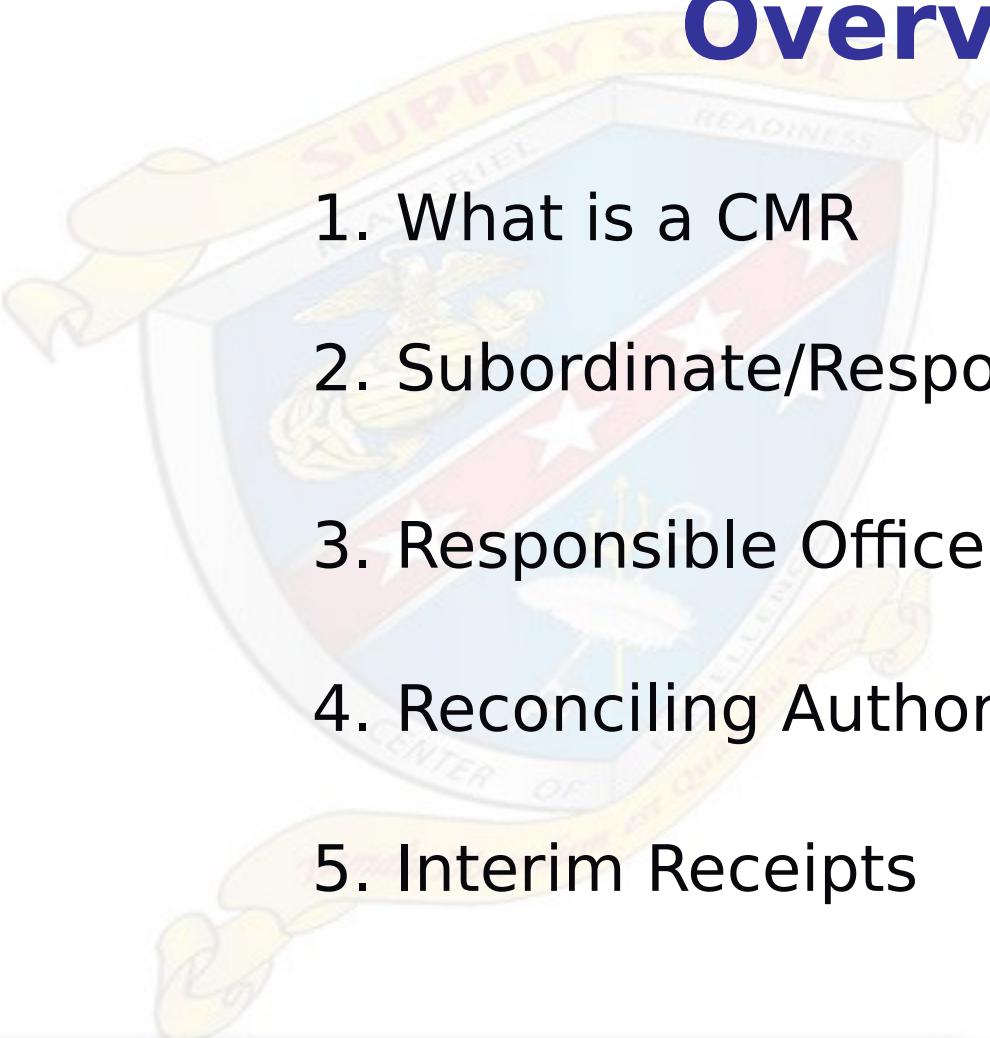


Consolidated Memorandum Receipt (CMR)



GSOC 0202

Overview

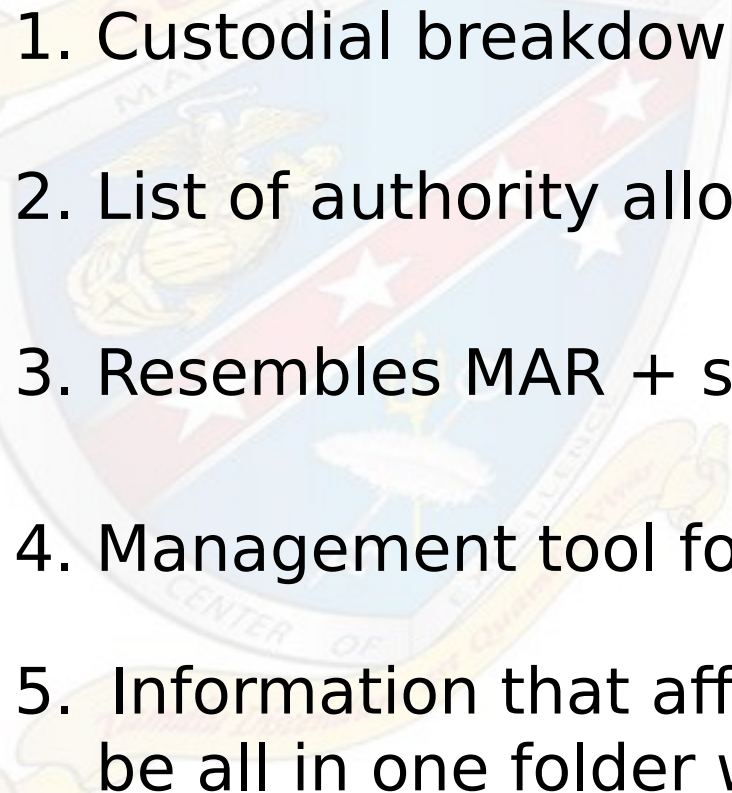
- 
1. What is a CMR
 2. Subordinate/Responsible Units
 3. Responsible Officer and their responsibilities
 4. Reconciling Authority Quantity
 5. Interim Receipts

Overview, cont'd

- 6. Load / Change Transaction YRU
- 7. Reconciliation of CMR
- 8. CMR Inventories
- 9. Management / Maintenance of CMR



Definition / Purpose

- 
1. Custodial breakdown of T/E items
 2. List of authority allowances for each RU
 3. Resembles MAR + serial numbers
 4. Management tool for dispersed assets
 5. Information that affects CMR will be all in one folder with CMR

Consolidated Memorandum Receipt (CMR)

Ground Supply Officers Course

YRO/ Responsible Officer File Transaction

DIC SUC YRO	ACT A	PHONE (912) 439-6292	AC M21810
Y00001			
RO NAME DTE			
CAPT I. M. GREAT IN DEP: DTE	AUTOVON 567-6292		

Reference: UM 4400-120 PAGE 3-103

Subordinate / Responsible Unit (SU/RU) Accounts

- Sections
- Companies
- Squadrons
- Batteries



1. Two Digit Alpha / numeric account number.
2. Designated by Commanding Officer
3. Keep accounts to a minimum. _____

Reference: UM 4400-124 Page 2-1-18

Consolidated Memorandum Receipt (CMR)

Ground Supply Officers Course

BREAK



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Responsible Officer (RO)

- Appointed in writing by Commanding Officer
- Assets issued in performance of RO's regular duties
- RO must have administrative command / control over personnel using equipment



Responsible Officer, cont.d

- Will not be assigned equipment outside of their control
- If RO is separated from assets for 60 or more days another RO must be appointed in writing



Responsibilities

- RO's are custody holders of accountable assets
- Formally charged with the duty to care for and control all assets within their custody



MCO 4400.150, page 2-7

Management Principles

1. Receipt for all O/H equip
2. Maintain equipment in ready and serviceable condition
3. Account for equipment on loan and maintain records
4. Request appropriate investigation or adjustment action



Responsibilities

- THE RO IS TASKED WITH:
 - Conducting CMR reconciliations with Supply
 - Conducting periodic inventories Annually
 - In cases where a RO uses a CMR to sub-custody equip. The RO will appoint in writing a Responsible Individual (RI)

Conflict of Interest


- The Commanding Officer will ensure that Supply Officers, Chiefs and RO's are not assigned duties which conflict with Supply Management
 - 1) Supply personnel will not be RO's for property internal to the command
 - 2) Supply personnel will not be assigned duties that conflict or may influence / manipulate the account

Consolidated Memorandum Receipt (CMR)

Ground Supply Officers Course

Appointment Letter

- No standard format
- Guidelines:
 - * MCO P4400.150E, paragraph 2003.1
 - * UM 4400-124, page's 3-2-8/9 (paragraph .5.b) and page 3-6-30 (paragraph. 6.17.c)



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANEX
WASHINGTON, DC 20380-1775

MCO P4400.150E
LFP-2
21 Jun 99

MARINE CORPS ORDER P4400.150E W/ERRATUM ON 1-3

From: Commandant of the Marine Corps
To: Distribution List
Subj: CONSUMER-LEVEL SUPPLY POLICY MANUAL

Ref: (a) UM 4400-15
(b) UM 4400-124

Encl: (1) LOCATOR SHEET

1. Purpose. To provide policy for consumer-level supply activities.
2. Cancellation. MCO P4400.150D.
3. Information. Significant revisions have been made to this Manual and it should be reviewed in its entirety.
4. Recommendations. Recommendations concerning the Consumer- Level Supply Policy Manual are invited and should be submitted to the Commandant of the Marine Corps (DMC (LFP-2)) via the appropriate chain of command.
5. Action. Commanders shall ensure that their consumer-level inventory is managed within the policy of this Manual and under the supply system procedures cited in the applicable users manual. This Manual takes precedence over the information contained in references (a) and (b).
6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

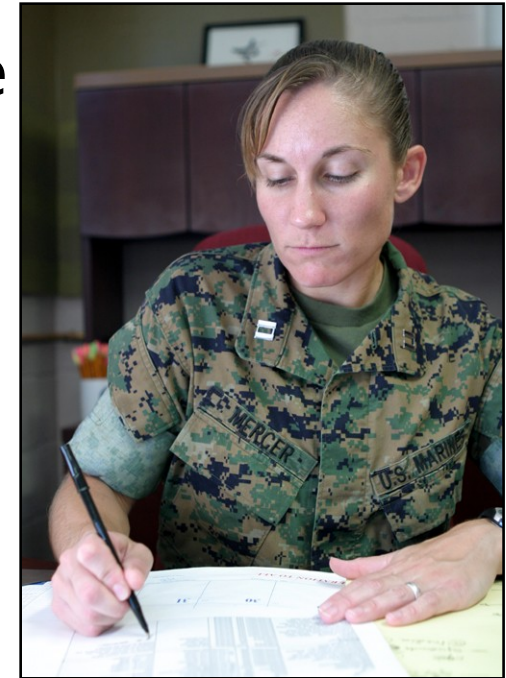
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Reference to Appendix A-D

NOTE: THE APPOINTMENT CAN NOT BE SIGNED
“BY DIRECTION”

Endorsement

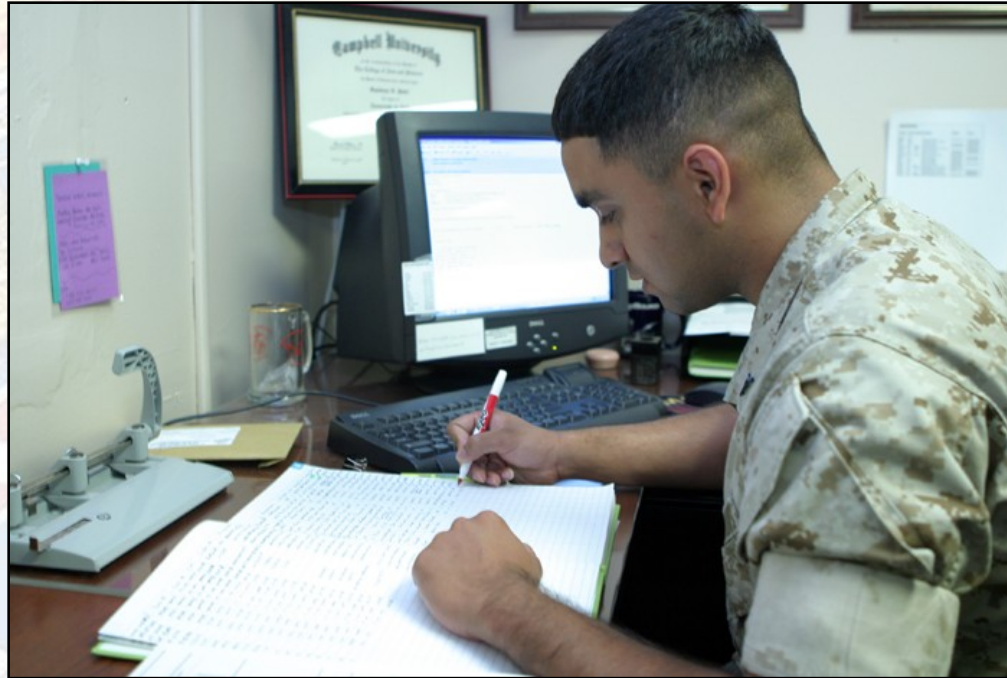
- The RO “MUST” formally accept the account by endorsing the appointment letter
- RO signs for account regardless of any problems.
- Discrepancies noted on separate letter (request for investigation)



Delegation of Authority

- RO may delegate in writing individuals to sign for equipment and supplies in his / her absence
- Updated every quarter or every time an RO conducts his / her CMR reconciliation

Retention Periods



The RO appointment letter will be retained on file for a period of 1 year after the relief of the RO

Consolidated Memorandum Receipt (CMR)

Ground Supply Officers Course

BREAK



Reconciliation of Authorized Quantities



Local SOP will dictate the procedures to reconcile authorized quantities

Ground Supply Officers Course

DD FORM 1345-1A (MPT) JUL 81 ISSUE RELEASE RECIPT DOCUMENT

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- Instructional Media Center

Necessary Information on Interim Receipt

- FROM: Who is the gear coming from
- TO: Who the gear is going to
- NSN
- U/I



Necessary Information, cont'd

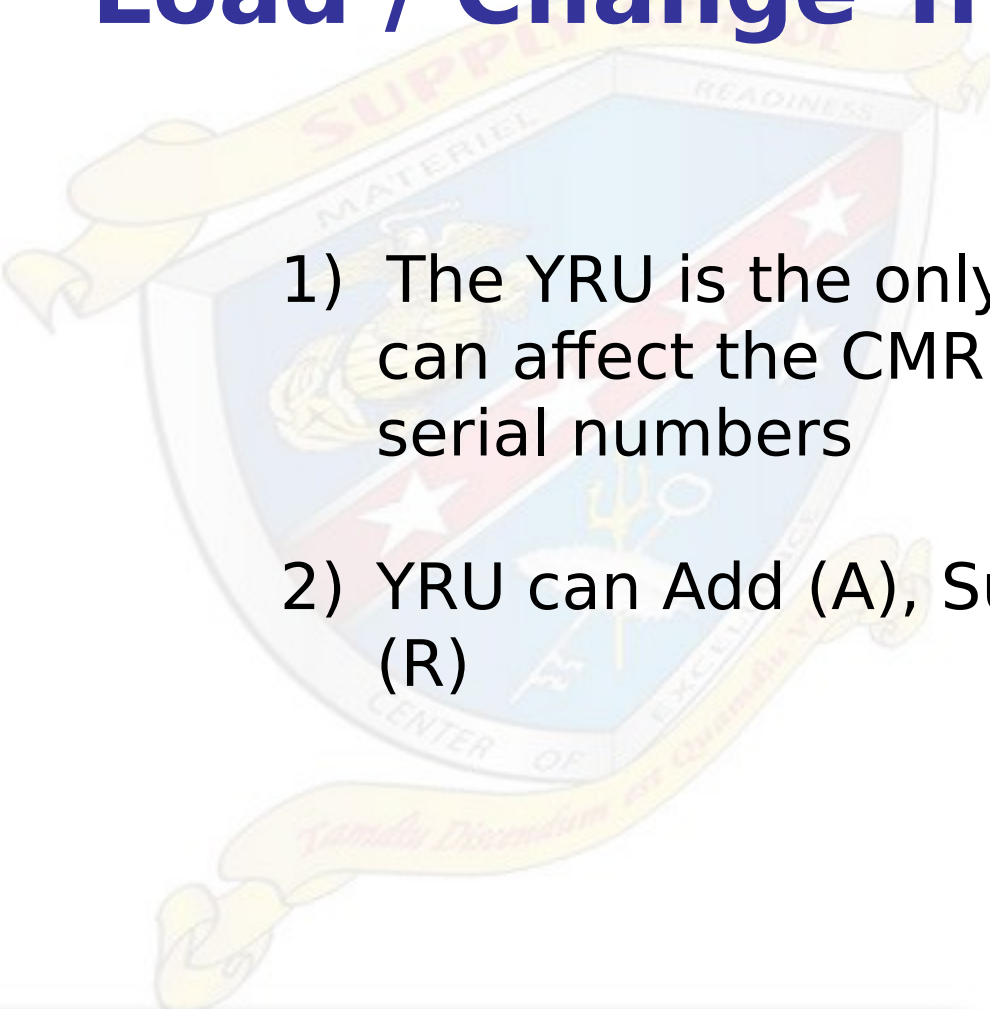
- QUANTITY: Always check quantity to ensure it is what you are signing for.
- NOMENCLATURE / MODEL NUMBER
- SERIAL NUMBER (s): Verify for correctness
- SIGNATURE: Must have one

Distribution

[illegible]

- Original DD Form 1348-1 Given to Issuing Unit
- COPY DD Form 1348-1 Given to Receiving Unit

Load / Change Transaction YRU

- 
- 1) The YRU is the only transaction that can affect the CMR's quantities and serial numbers
 - 2) YRU can Add (A), Subtract (S) Replace (R)

Consolidated Memorandum Receipt (CMR)

Ground Supply Officers Course

YRU ADDING SERIAL NUMBER

DIC	ACT	NSN		TAMCN	AC	J D	SERIAL NUMBER	SUC	TPC
YRU	A	7430010567553		C5320	M21810	*012	0040	Y000MT	1
	ALW	CON	OH	USMC SERIAL			MANU DTE	DTE ACQ	
	1	A		783748873			199*0112		
ACQ COST		LOT NUMBER		CONTRACT NUMBER		LOAN	PURP	LOCATION	
\$ 253.00						N	C	MT BLDG	

REFERENCE: UM 4400-120 PAGE 3-104

Consolidated Memorandum Receipt (CMR)

Ground Supply Officers Course

Annotation

- Single line through item being changed
- Annotate new information
- YRU, quantity, and julian date (e.g. YRU (3) *011)

10. REFERENCE OR AUTHORITY (if applicable)

(a) ~~MCO 1230.5~~ MCO 4400.156E
(b) ~~BO 1230.1~~ UM 4400-124
BPH

12. SUPPLEMENTAL INFORMATION (Reduce to 1 line)

1. Weaver to attend the Ground Supply

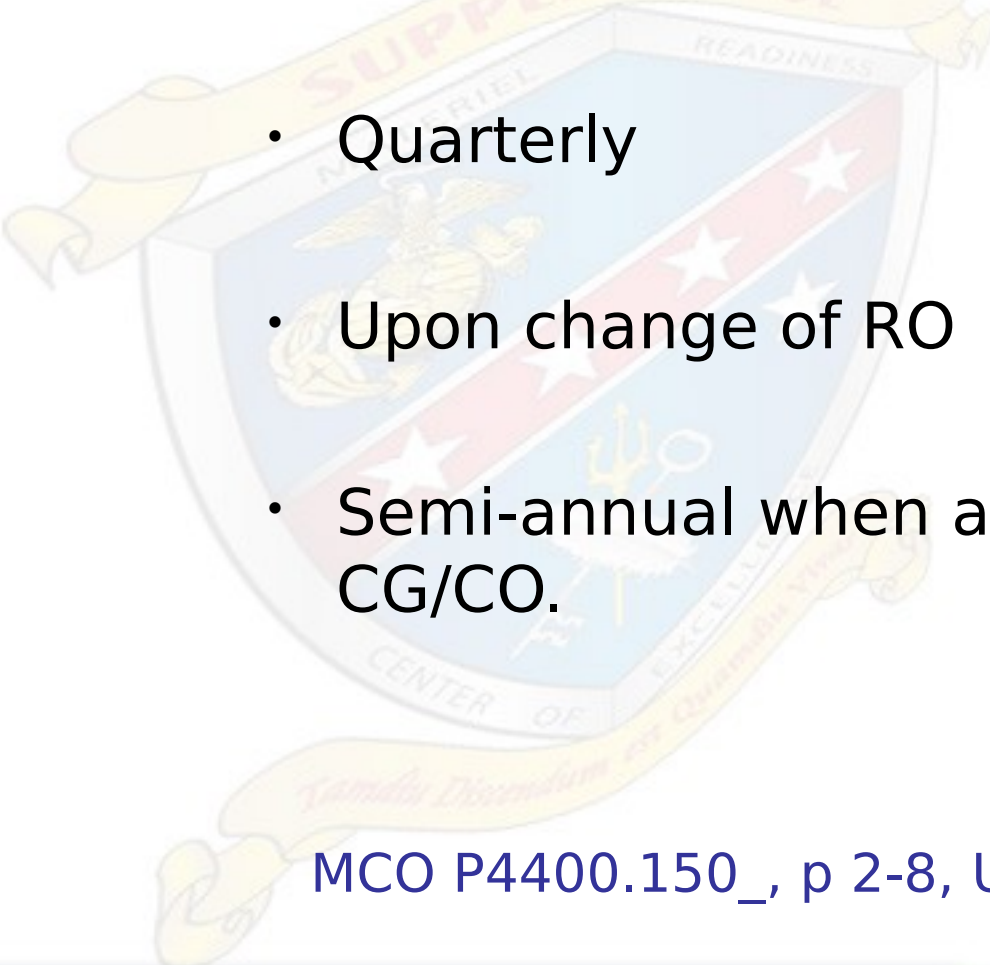
Consolidated Memorandum Receipt (CMR)

Ground Supply Officers Course

BREAK



Reconciliation of CMR

- 
- Quarterly
 - Upon change of RO
 - Semi-annual when approved by CG/CO.

MCO P4400.150_, p 2-8, UM 4400-124, p 3-2-8

Reconciliation of CMR, cont'd

- THE RO IS TASKED WITH:
 - Reconciling the CMR quarterly or upon RO change
 - Within 15 Days (No such thing as an extension)
 - Physically sighting & conducting inventory
 - Maintaining accurate, current, and complete copy of the CMR. The RO makes changes to his / her copy of the CMR in pencil

Discrepancies

- Discrepancies noted by RO will be **provided to Supply Officer with all supporting documentation**
- **If Supply Officer agrees with RO, change will be made and both will initial the change in pen**

Discrepancies cont'd

- Discrepancies must be reported to Commanding Officer in writing via the Supply Officer
- Discrepancies reported will be in the following categories:

Reference MCO P4400.150_, pg. 2-11

Discrepancies, cont'd

- Controlled items
- Nonexpendable items \$2500 or more
- Serialized items \$800 or more



Supply Officers Actions

- The Supply Officer reviews the discrepancies and decides the course of action
- The Supply Officer must endorse all Requests for Investigations with appropriated recommendations to the Commanding Officer

CMR Inventory



1. Annually
2. Change of RO
3. Directed by Supply Officer
4. Schedule to coincide with battalion inventory

Management / Maintenance of the CMR

- Maintain on a Daily Basis
- All adjustment transactions (receipts, issues, etc.) must be kept with the appropriate CMR and filed in TAMCN sequence
- Ensure that Delegation of Authority letters are on file for a period of one year after RO is relieved
- Maintained CMR on file for a period of one year

Summary

1. What is a CMR
2. Subordinate / Responsible units
3. Responsible Officer appointments / responsibilities
4. Reconciliation of authorized quantities



Consolidated Memorandum Receipt (CMR)

Ground Supply Officers Course

Summary, cont'd

5. Interim Receipts
6. Load / Change YRU
7. Reconciliation of CMR
8. CMR Inventories
9. Management / Maintenance of CMR

LOCAL CMR				
Responsible Individual: GYSGT [REDACTED]		Acct# [REDACTED]		QTR: 3RD QTR
Unit: BLSS		Date: MAY 4, 2004		
NOMENCLATURE	NSN	QTY	SERIAL #	U/P
VCR 1/2 INCH HITACHI	[REDACTED]	1	[REDACTED]	\$219.00
VCR	[REDACTED]	1	[REDACTED]	\$156.72
LCD PROJ	[REDACTED]	1	[REDACTED]	\$1,250.00
M151 JEEP	[REDACTED]	1	[REDACTED]	\$12,551.00
RAIL CART FLAT BED	RAIL CART FLAT	1	NONE	
TRUCK, UTILITY	[REDACTED]	2	[REDACTED]	
TRAILER, CARGO	[REDACTED]	1	N/A	
TRAILER, TANK	[REDACTED]	3	N/A	
PERSONAL RADIO	[REDACTED]	6	[REDACTED]	\$60.00
5 GAL. VAC CANS	[REDACTED]	3	[REDACTED]	
PROJECTOR L605	[REDACTED]	1	[REDACTED]	
SIGNATURE				
DATE				

Consolidated Memorandum Receipt (CMR)

Ground Supply Officers Course

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Consolidated Memorandum Receipt (CMR)

Ground Supply Officers Course

PRACTICAL APPLICATION



Instructional Media Center